

SCR 90259 - Add a Person (EMPL)

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| Application/Module | EmpowHR 9.0 | Test Script Author | Anthony Ton | |
| Test Phase | Release 3 PP25 | Test Type: (I.e Initial, Regression) | Initial | |
| Function | Add a Person | Test Executed By | Anthony Ton | |
| Test Case Description | Add an employee via Add a person module | Execution Date(s): MM/DD/YYYY | | |
| Data Prerequisite | NA | Test Script Execution Status: PASS/FAIL | | |
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| Test Step # | Test Step Description | Expected Results | Pass/Fail | Comments |
| 1 | Login in as an HR Processor | Login is successful and EmpowHR home page displays with menu navigation on left. | | |
| 2 | Navigate to: Workforce Administrator > Personal Information > Biographical > Add a Person Click the Add the person link | New record is displayed waiting for input. | | |
| 3 | Click Add Name link and enter: Prefix First Name Middel name Last Name Suffix Click the OK button | Data is entered and is returned to the Biographical Details page | | |
| 4 | Enter Biographic information: Effective Date Date of Birth Birth State Birth Location | Data is entered and age is calculated | | |
| 5 | Enter Biographic History: Effective Date Gender Highest Education level Marital Status Language Code | Data is entered | | |
| 6 | Verify the Highest Education Level drop-down list values | The values are consistent with the Education level on PAR | | |
| 7 | Enter the National ID and click the Contact Information tab | Data is entered | | |

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| 8 | Click the Add address details link and enter the Effective Date | Data is entered | | |
| 9 | Click the add address link and verify the additional information section contains 3 new fields: Building, Room Number, Contract Company | The 3 new fields have been added on the page | | |
| 10 | Enter the address, city state, postal and county Click the OK button | The address is recorded in the Address history | | |
| 11 | Click the OK button | The address is recorded in the current address | | |
| 12 | Click the "+" to add a new address Select Address Type: Mailing Click the Add address details link and enter the Effective Date | Data is entered | | |
| 13 | Click the address detail link and enter the address, city state, postal and county Click the OK button | The address is recorded in the Address history | | |
| 14 | Select Phone Type: Business and enter Telephone | Data is entered | | |
| 15 | Select Email Type: Business and enter email address | Data is entered | | |
| 16 | Click the Regional Table and click the Ethnic Group lookup | The ethnic group lookup is consistent with PAR ERI codes | | |
| 17 | Insert multiple rows and select multiple Ethnic Groups | Data is captured | | |
| 18 | Click the Military Status drop-down list and verify selectable values | The drop-down list is consistent with the Veterans Status on the PAR | | |
| 19 | Enter Citizenship (Proof 1) , Citizenship (Proof 2), and Military status | Data is entered | | |
| 20 | Click the Organizational Relationships tab Select Employee Checklist Code: select New Hire Checklist Click the Add Relationship button | The record is saved and the system assigned a new EMPLID and redirects to the PAR page. | | |
| 21 | Verify the Effective Date | The Effective date is carried over Add a person | | |
| 22 | Click the Personal Data tab and verify the following fields are carried from Add a Person: First Middle Last Suffix Gender Date of Birth ERI Code SSN | Data is correctly carried over from Add a Person | | |

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| 23 | Click the Additional Birth Info link | The Birth Location and Birth State is carried over from Add a Person | | |
| 24 | Click OK button and Click the Address Info link and verify the Home | The Home address is carried over from Add a Person where the address type is "HOME". | | |
| 25 | Verify the Check Mailing Address | The Home address is carried over from Add a Person where the address type is "Mailing" | | |
| 26 | Click the OK button and click the Phone Nbrs link | The Phone number is carried from Add a Person | | |
| 27 | Click the OK button and click the Veterans Info link. Verify the Veterans Status field | The Veterans Status field is carried over from Add a Person | | |
| 28 | Click the Ok button and click the Marital Info link | The marital status is carried over from Add a Person | | |
| 29 | Click the OK button and click the Education Details link | The education level is carried over from the add a person | | |
| 30 | Select Education Major and Major Specialization if required and click OK | Data is captured | | |
| 31 | Click the Data Control tab and enter the following: Reason Code NOA Code Authority | Data is entered | | |
| 32 | Enter required fields to complete new hire and save the record. | Data is saved and the PAR action is set to NFC ready | | |